

How to Use Pledge Online

1. Get on the Internet, to the Idaho State Employee Campaign site www.sec.state.id.us and click on the **Pledge Online** button. This takes you to the United Way's eWay secure donation site.
2. Enter your choice of user name and a 6-15 character password with at least 1 alpha and 1 numeric character. Provide a security question, answer to enable you to get your password information if forgotten.
3. Personal Information is needed to complete the pledging process. Asterisked * fields require entry, plus marked + fields require at least one entry in the section.
4. Your social security number and agency of employment will be used to reconcile your pledge with payroll entry only but are required for all donation types. Phone numbers must include area codes.
5. You may read the Governor's message, check Campaign News and Calendars, find campaign contact information, Frequently Asked Questions, Privacy Policy and make your pledge.
6. To make your online pledge or donation click the **Pledge Now** button.
7. **Select Contribution Type**; Payroll Deduction, Cash, Check or Direct Bill.
8. After selecting a type, click on the **Continue** button.
9. For **Cash** or **Check** donations enter the total amount of your donation in the box provided.
10. For **Payroll Deduction** pledges select a listed amount per pay period or enter your pledge per pay period in the box provided. Click the **Continue** button.
11. The payroll deduction page will appear again with a drop down box to select which pay period you would like your pledge to be deducted from. Select an option of **Bi Weekly, First Monthly Pay Period, Second Monthly Pay Period**.
12. For **Direct Bill** pledges enter the total amount and the billing option, one-time, quarterly, or monthly and the billing start date you desire. *A minimum donation of \$25 is required for this option.*
13. **Invest your Contribution.** This screen allows you to **Locate** and select the charity or charities of your choice through the **Local** charity option, **Statewide and International** federations or search the **National Database**. As you select organizations they will appear in the list for your to assign a percentage of your donation to them.
14. If you cannot find the charity of your choice in any of these options, use the **Write In** option. Provide as much information as possible so the charity's 501c3 status may be verified.
15. Enter a number in the % box beside your choice(s). They must total 100%.
16. **Submit Donation** button will take you to the registration process to record your personal information.
17. This brings you to the **Contribution Review** page. Review the information listed for accuracy. You may **Return to Your Investment Contribution** for revisions by selecting that button near the top or bottom of the page. *Print this page to give to your campaign coordinator. Your pledging process is not complete.*
18. Select the **Submit Donation** button taking you to the **Account Review** page. In addition to checking the information again and to select your preference for **acknowledgement** and indicating if you want to be recognized for a **leadership gift**.
19. Click the **Continue** button. This is your final thank you and the **IMPORTANT** Request to **PRINT your Confirmation Receipt, check the payroll period option if applicable, attach cash or check if applicable and deliver to your campaign coordinator.**
20. Finally select **Logout**. This will take you back to the homepage, close the window. If you want to revisit your donation select the Login option on the left hand menu and proceed.